

Hurricane Preparation Check List –

Alignment Group

YEAR-ROUND READINESS

1. Building Manager and/or Safety Warden monitors weather radio; alerts personnel of any watches or warnings.
2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.
3. Send revisions to Severe Weather Check List to Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to Emergency Manager.

HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)

Duration of Hurricane Season (June 1 – Oct. 30)

1. Review/update Severe Weather Check List. Send mark-up to Emergency Manager for web-page posting.
2. Update Essential Personnel Lists as required. Send copy to Emergency Manager.
3. Inventory Supplies on hand; replenish if needed:
- 3. Report completion of preparations to Operability Manager.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Backup all computer data and programs on the computers. Copying files to m: or j: drives should be sufficient. (**Responsibility:** All)
2. **Report completion of preparations to Operability Manager.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Remove all highly portable and expensive equipment from the tunnel and store above floor level in the Survey Lab.
2. Cover sensitive equipment in Survey Lab with plastic. Close blinds.
3. Move at least 2 theodolites and all field computers to cabinets in the Arc building. (**Responsibility:** Jim Dahlberg / Steve Hardisty)
4. Examine work areas, remove items from shelves near windows, place equipment, and documents in cabinets, or cover with plastic, if necessary. (**Responsibility:** All)
5. Supervisors brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
6. **Report completion of preparations to Operability Manager.**

DOWNGRADING READINESS CONDITIONS

1. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.
2. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
3. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.

Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

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For questions regarding Emergency Management, contact [John Kelly](#).